

RMS

Chief, Management Staff

7 February 1958

Chief, Records Management Staff

Weekly Report - Week Ending 5 February 1958

1. Contributions

a. Tangible

- (1) Ten new and revised forms completed.
- (2) In collaboration with Finance Division/OC reduced the order for Confidential Funds Posting Vouchers, Form 606, from 120,000 to 30,000.
- (3) The Forms Survey in the Printing Services Division continued to produce benefits; four additional "bootleg" forms have been found and two of these eliminated.
- (4) The Records Center received 163 cu. ft. of inactive records. The total holdings now in the Center are slightly under 38,000 cu. ft. leaving about 3,000 available.
- (5) Assisted three offices who do not have full time Area Records Officers (ONE, Medical, and Management Staff) in the retirement of 17 cu. ft. of their records to the Center.
- (6) Completed installation of Subject-Numeric Filing System in the Office of the Chief, Geographic Area.
- (7) Completed the revised Records Control Schedule for Budget and Fiscal Section, OTH.
- (8) Returned to the Procurement Division a Purchase Order for 22 five drawer non-safe cabinets costing approximately \$1500 with a recommendation that the order be cancelled. Review of Stock Status report indicated over 6 hundred pieces of similar equipment in the [REDACTED] that could be substituted for the item requested.
- (9) Returned a requisition for 8 safe cabinets to the Office of Communications with a recommendation that it be cancelled and the requirements of the requesting office [REDACTED]

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- (10) Approved a requisition for Shelf Filing for the Office of Security which will result in a net savings of approximately \$4,300 because they will release 12 safe files.

b. Intangible

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- (1) Distributed copies of the Index of DD/P Forms to Chief, [REDACTED] DD/P.

2. Assignments- Active

a. Audit of Records Control Schedules.

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- (1) Office of Personnel. Revised schedule ready for presentation to Director of Personnel for approval.
(2) Office of Operations [REDACTED]
(3) OTR. See 1a(7).
(4) Office of DD/S.

b. Installation of Filing Systems.

- (1) Installation continues in Geographic Area, OTR. See 1a(6).
(2) Office of Personnel.

c. Sixteen new and revised forms in process.

d. Revision of Travel Order, Form No. 340. Revision of this form requested by Office of DD/S.

e. Forms Management Survey, Printing Services Division. See 1a(3).

f. Shelf File Installations.

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- (1) Medical Staff
(2) Map Library/OTR.
(3) Office of Security. See 1a(10)
(4) [REDACTED]

A floor plan is being

25X1A8a 3. Assignments - Inactive

- a. [REDACTED] Space Layout and Equipment Survey.
b. Industrial Register, Shelf File.
c. Film Index, Graphics Register, Special Card File.

4. News

- a. Nine members of this Staff and two members of the Records Center Staff attended the OMI Luncheon to hear discussion on the Operations Research Program of the Department of the Air Force".

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b. [REDACTED]

- 25X1A9a c. [REDACTED] and I discussed with Mrs. Phillips of the National Security Council, and members of her staff assistance they may need from us in preparing a Records Control Schedule and installing a filing system.

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[REDACTED]

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Mgt/ S/RMS/ [REDACTED] :fjm (7 Feb 58)